

Adjutant General's Department

4/18/2013

YOUR DIRECT LINK TO State Vacancies

**POST &/or
Distribute**

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

<i>Open to:</i> 1-Present State employees of TAG Dept 2-All State employees' 3-Public					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Ft. Riley	1	Unclassified Full-time	NEW Mechanic Manager Open to Current RSMS Employees	RSMS	April 28, 2013
Ft. Riley	1,2,3	Unclassified Full-time	NEW Media Blaster https://www.da.ks.gov/ps/pub/reginfo.asp?id=174357	RSMS	April 28, 2013
Ft. Riley	1,2,3	Unclassified Full-time	NEW Equipment Body Mechanic https://www.da.ks.gov/ps/pub/reginfo.asp?id=174356	RSMS	April 28, 2013
Ft. Riley	1,2,3	Unclassified Part-time 999 Position	NEW Trades Trainee – Equipment Body Mechanic – 999 Hour Position https://www.da.ks.gov/ps/pub/reginfo.asp?id=174355	RSMS	April 28, 2013
Topeka	1,2,3	Unclassified Full-time	Engineering Technician Senior GIS/CAD Focus 190th ANG Civil Engineering https://www.da.ks.gov/ps/pub/reginfo.asp?id=174196	Forbes ANG Topeka	April 30, 2013

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Mechanic Manager **Readiness Sustainment Maintenance Site, Ft. Riley, KS** **Open to Current RSMS Employees**

Job Posting Closes April 28, 2013 - Full time, unclassified with benefits, state position, \$20.13 per hour. Standard 40 hour work week scheduled Monday thru Friday between 6:00 a.m. and 3:00 p.m. All application must be received by the closing date of 4/28/2013.

Job Description: Employee supervises up to 30 employees and directs the activities of these employees engaged in trades and skills necessary to repair military vehicles and equipment. These skills include automotive mechanics, electronic repair, welding, metal work and similar trades. Plans and established long range production goals, work assignments and schedules work sections to meet or exceed schedules and priorities directed by the Production Control Manger. Employee determines that schedules, manpower, tools, supplies and support equipment are sufficient and available to meet set performance goals. Employee evaluates work progress by examining production, evaluation costs and personnel utilization records. Employee seeks solutions by using evaluations to reduce cost, increase personnel productivity and eliminating ineffective practices. Set performance requirements and prepare performance appraisals for employees. Set schedules and approve leave. Employee councils workers on problems, solves informal complaints and takes informal action to correct performance issues.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460 Janice Harper: 274-1386 Jo Boswell: 274-1391

NOTE: On-line application and listing of **other State Vacancies** are available on the Internet, www.jobs.ks.gov

Minimum and Preferred Qualifications: Requires a high school diploma or equivalent. Position requires a minimum of three (3) years vehicle maintenance management experience and one (1) year in management. Prefer a thorough knowledge of automotive principles, metal working, welding operations and repair parts management and a thorough knowledge of supply and too accountability methods. Employee must possess outstanding verbal and written communication skills.

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IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220 or submit a State of Kansas Employment Application to K. Noel, 1545 G Street, RSMS-Camp Funston, Fort Riley, Kansas 66442, 785-239-8891.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harpe5.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

Required Documents:

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
- Kansas Tax Clearance Certificate (Must be receive within two business days after the job post closing.)
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML.Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML.Upload/files/TAG%20306(1).pdf) (Must be received prior to the closing date of the job posting.)
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, janice.l.harper5.nfg@mail.mil

NEW Media Blaster Readiness Sustainment Maintenance Site, Ft. Riley, KS

Requisition # 174357 – Closes April 28, 2013 - Full time, unclassified with benefits, state position, \$14.30 per hour. Standard 40 hour work week scheduled Monday thru Friday between 6:00 a.m. and 3:00 p.m. All application must be received by the closing date of 4/28/2013.

Job Description: Prepares, loads, cleans, unloads, services and inspects blasting equipment prior to use. Prepares metal surfaces for painting or repair. Uses grinders, sanders, media blast, Ultra High Pressure Water Blast machines and chemicals cleaners. Operates spray equipment and may be required to apply primers, preparations, rust inhibitors, and paints of various types. Maintains and records production related data in log or as directed. Cleans equipment and work area after use. Performs routine maintenance and limited repair on equipment. Completes minor metal material repairs using hand and power tools. May occasionally assist in performing equipment body repair, welding and metal fabrication.

Minimum and Preferred Qualifications: Requires ability to manipulate and control media hose weighing 25-30 lbs and water gun nozzles with up to 40,000 pounds per square inch of water pressure. Must have grip strength in the dominant hand to handle the pressure of the water gun nozzle. Frequently on concrete/asphalt surfaces for 1 hour at a time for up to 7 hours total in a work shift. Must be able to work on platforms/lifts/ladders/and sometimes on scaffolding at heights up to 30 feet for up to 7 hours a shift. Involves a considerable amount of walking, standing, squatting, balancing, bending/stooping, kneeling, crouching, etc. Prefer knowledge of surface preparation, material coating application, water jet systems, surface material removal and skill in safely working at heights from ladders and scaffolding.

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IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

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STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harpe5.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #174357. The Adjutant General's Department is an Equal Opportunity Employer.

Required Documents:

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
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- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, janice.l.harper5.nfg@mail.mil

NEW Equipment Body Mechanic I Readiness Sustainment Maintenance Site, Ft. Riley, KS

Requisition # 174356 – Closes April 28, 2013 - Full time, unclassified with benefits, state position, \$15.03 per hour. Standard 40 hour work week scheduled Monday thru Friday between 6:00 a.m. and 3:00 p.m. All application must be received by the closing date of 4/28/2013.

Job Description: Measures, marks, cuts and stacks materials for products. Selects stock as per the welder or Equipment Body Mechanics Instructions, and places it in the work area. Employee assists by clamping, holding, lifting or positioning materials for welding or repair. Places welding machines and equipment near the work location. Rolls and unrolls hoses, and cables. Employee performs routing maintenance and repair on equipment as needed. Employee prepares metal surfaces for painting or repairs and uses grinders, sanders, media blast machines and chemical cleaners. Operates spray equipment and cleans after use. Applies primers, preparations and paints various types.

Minimum and Preferred Qualifications: Requires experience and/or training equal to two years in an automotive body or metal shop. School in welding or body work may be substituted for experience. 90 clock hours or two (2) semester hours may be substituted for one (1) month experience, maximum substitution of 1 year experience.

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220 or submit a State of Kansas Employment Application to K. Noel, 1545 G Street, RSMS-Camp Funston, Fort Riley, Kansas 66442, 785-239-8891.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harpe5.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #174356. The Adjutant General's Department is an Equal Opportunity Employer.

Required Documents:

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
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- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML.Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML.Upload/files/TAG%20306(1).pdf) (Must be received prior to the closing date of the job posting.)

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NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, janice.l.harper5.nfg@mail.mil

NEW Equipment Body Mechanic – Trades Trainee – Part Time, 999 Hours **Readiness Sustainment Maintenance Site, Ft. Riley, KS**

Requisition # 174355 – Closes April 28, 2013 - Part time, unclassified (No Benefits), state position, \$12.35 per hour. This position is a 999 hour position which means the employee can work no more than 999 hours in a one year timeframe. Readiness Sustainment Maintenance Site normal work hours are scheduled Monday thru Friday between 6:00 a.m. to 3:00 p.m. All application must be received by the closing date of 4/28/2013.

Job Description: Trainee assists with welding tasks, performs routine maintenance and repair on equipment, and prepares surfaces for paint and/or repair. Applies primer and performs minor body repairs. Employee also operates grinders, sanders, spray equipment and hand/power tools.

Minimum and Preferred Qualifications: Prefer some background in auto body repair, metal shop or welding desired but not mandatory.

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Engineering Technician Senior

GIS/CAD Focus

190th Air National Guard Civil Engineering, Forbes Field, Topeka, KS

Requisition # 174196 – Closes April 30, 2013 - Full time, unclassified with benefits, state position, \$19.16 to \$22.16 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 4/30/2013.

Job Description: Functions as the cartography, mapping and drafting specialist for the 190th Air National Guard Refueling Wing's Civil Engineering Section, as well as a technical project reviewer with some project design/management responsibilities. The primary work involves cartography/mapping by managing the section's GIS program, including the creation of GIS data layers and databases, the creation and maintenance of metadata in FGDC and Geobase formats, the utilization of GPS for projects requiring site survey inputs, and the maintenance of existing GIS layers and databases. Also maintains CIP and geobased products. Additionally, the work includes site planning, drafting, inspections, quality assurance and limited project design/management tasks. This involves preparing and/or reviewing difficult tracings; performing detailed inking and plotting; making a variety of computations including independent cost estimates; detailing final plans for preliminary sketches; interpreting notes from survey crews; utilizing CAD, creative line drawing and/or a symmetric drawing from library or symbols; reviewing information to assist in ascertaining correct legal descriptions and ownership records; performing technical reviews and onsite inspections; interacting with Wing requestors

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of GIS products, staff engineers, A & E firms, vendors and NGB geobase and construction staff; preparing design options for engineers approval; creating final drawings and specs; producing a variety of specialty drawings and maps; and training others in the use of drafting and GIS tools.

Minimum and Preferred Qualifications: Requires a minimum of two years of education and/or experience in an undergraduate engineering, engineering technology, or architecture program including or supplemented by, knowledge of basic professional engineering principles and skill in the application of ESRI, Auto CAD, Arc GIS or closely related software programs; normal color vision; ability to safely work at heights up to 70 feet; lift object weighing 50+ pounds; work in strenuous body positions and in extreme temperatures.

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